



Health & Wellbeing Passport



WELCOME

Welcome to your **Health & Wellbeing Passport**.

The Passport enables you to keep an ongoing record of your health and wellbeing. It can be used for any member of staff who feels that they may need some additional support at work. The Health and Wellbeing Passport aligns closely to the NHS People Promise. Specifically the 'We are Compassionate and Inclusive' and 'We are Safe and Healthy' themes.

Who is the Health and Wellbeing Passport for?

- Staff with a disability(s) or long term health condition including mental health and wellbeing
- Staff with caring responsibilities
- Staff who observe religious festivals/ celebrations or daily prayers

What can the Health and Wellbeing Passport Cover?

- Early warning signs of poor mental health that your manager can look out for
- any workplace triggers which may exacerbate a long term health condition or disability
- What support you may need from your line manager
- An agreed time to review the passport and any support measures that have been put in place to see if they are working
- Anything else that you feel would be useful to support you whilst at work

Your **Health & Wellbeing Passport** can be reviewed and updated by yourself, or in collaboration with your line manager, at any point. The Passport will be 'owned' by you as an employee. It will also ensure you can continue to be supported if you change roles or have a new manager join your team. It is important to note that it is not expected for all staff members to complete every page or section if it does not apply to you.



NAVIGATING YOUR HEALTH & WELLBEING PASSPORT

Welcome	2
Navigating your Health & Wellbeing Passport	3
Why complete a Health & Wellbeing Passport	4
Using your Health & Wellbeing Passport	5 - 6
About my Personal Circumstances	7
The Impact of my Personal Circumstances – Triggers and Challenges	8
Early Warning Signs	9
Wellbeing at Work – Formal Assessments	10
Wellbeing at Work – My Adjustments	11 - 12
Additional Information	13
My contacts and who can help	14
My Health and Wellbeing Agreement	15
Support Hub	16
Keeping my passport up to date	17

WHY COMPLETE A HEALTH AND WELLBEING PASSPORT?

This is a positive document for both employee and employer and aims to:

- Provide employees and their line managers with the basis for discussions about reasonable adjustments that may be needed to support them with their health and wellbeing.
- Ensure that both parties, the employee and the employer, have an accurate record of what has been agreed.
- Minimise the need to re-negotiate reasonable adjustments every time the employee changes jobs, is re-located, or assigned a new manager.
- Enable an ongoing conversation and provision of support when it is needed

The Passport allows you, the employee, to:

- Explain the impact of your personal circumstances on you at work.
- For example, the impact of your disability at work, your caring situation, your wellbeing, religious observances, etc.
- Suggest adjustments that you consider will make it easier to do your job.
- Offer more information from your GP, specialist or other expert as appropriate.
- Request an assessment by Occupational Health, Access to Work or another expert.
- Review the effectiveness of adjustment/s provided.
- Explain any change to your circumstances.
- Be reassured that your manager will know what to do if you become unwell at work and who to contact if necessary.

REMEMBER: It is not expected of you to complete every page if it does not apply to your personal circumstances and/ or what you wish or do not wish to share with your line manager.



USING YOUR HEALTH AND WELLBEING PASSPORT

Staff with Disabilities or Long Term Health Conditions:

The Equality Act (2010) defines disability as; A person has a disability if they have a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

This passport can be used by members of staff who deem themselves to have a disability or long-term health condition including hidden conditions such as mental health conditions and neurodiverse abilities.

Staff with a religion or belief:

The Equality Act (2010) defines religion as religious and philosophical beliefs. Generally, a belief should affect your life choices or the way you live for it to be included in the definition.

This passport can be used by members of staff who observe religious festivals/ celebrations or daily prayers.

Staff who are Carers:

A carer is an employee who, outside the workplace, provides unpaid care for family or friends who have a disability, illness or who need support in later life. Around 1 in 9 of all employees juggles work with care, so it is more common than you might think. Although most of us care at some point in our lives, it is also something that we are not prepared for and can come as a shock.

Other reasons you may use or refer to the health and wellbeing passport:

- Coping with work related stress (to be reviewed in conjunction with the stress at work policy and mental health toolkits)
- Staff undergoing gender reassignment (to be reviewed in conjunction with the supporting transgender staff guidelines)
- Personal circumstances which may impact work temporarily

What to do

The starting point for using the passport is to ask to have a conversation about your personal circumstances with your line manager.

We want to be a supportive employer for all our staff. We see the passport as a useful resource to enable an open conversation and to ensure we can deliver appropriate support whilst getting the right balance with the needs of the workplace.

Who owns the Passport?

The employee owns the passport and will be kept within a secure, private place which can be accessed by both the employee and manager.

How much information?

Aspects of your circumstances may be highly personal, and an employee should not need to disclose detailed information if they do not wish to. Any information held within the passport will relate to the individual and no identifying information about any other person e.g. someone whom the employee cares for will be stored.

ABOUT MY PERSONAL CIRCUMSTANCES

It is important your manager understands what contributes to your wellbeing and your abilities so they can provide the appropriate support and reasonable adjustments to suit you.



Please use this space to give a brief description of your personal circumstances:

You could include:

- disability(s), health condition or diagnosis you feel would be helpful for your manager to know
- any tasks you can do, or those you need help with
- any tasks which may take longer for you to carry out
- any information regarding medication or interventions that you feel are relevant to work
- any caring situation
- your religion or belief
- any situation that could impact your mental wellbeing
- Menopausal symptoms (see Menopause at work policy and toolkit)

THE IMPACT OF MY PERSONAL CIRCUMSTANCES – TRIGGERS AND CHALLENGES

Triggers are things that happen to us, or situations we face that make it harder for us to stay well. Understanding these and sharing the challenges can reduce the likelihood of these having a significant impact on our daily working life.

Please use this space to describe the triggers or potential challenges that your personal circumstances may have on you at work:

How does this impact you at work?

You could include:

- Effect on mental health
- Effect on hearing, speech or visual impairment
- Ability to interact with people
- Effect on particular working environments
- Attending medical or counselling appointments
- Receiving phone calls from the person you care for or being called away because of an emergency
- The mental distress of knowing that the person you care for is currently unwell and the impact on your concentration at work
- Needing to accompany the person you care for to medical appointments
- Fasting during religious observances and the effect of fasting on your energy and concentration

EARLY WARNING SIGNS

It is useful to recognise the signs in our thoughts, feelings, appearance or behaviours. By sharing these might help us or those around us, including work colleagues, to recognise when we need a helping hand.



When things are breaking down, the following symptoms are indications that I am not well enough to be at work, or need additional support:

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WELLBEING AT WORK – FORMAL ASSESSMENTS

We all have different things that contribute to our wellbeing.

In this section you may wish to refer to an Access to Work agreement, Stress Risk Assessment and/or WHWB report.

Formal Assessments

Please use this space to tell us about any relevant assessments specific to your personal circumstances (e.g. Workplace Health and Wellbeing etc) and dates if relevant:

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WELLBEING AT WORK – MY ADJUSTMENTS



We all have different things that contribute to our wellbeing. This could be a certain shift pattern, scheduled breaks, additional information to undertake a task, certain desk space or an assigned mentor.

Reasonable adjustments are a requirement under the Equality Act 2010, however it should be noted that it may not be possible for the organisation to provide all adjustments identified and that any adjustments identified by Workplace Health & Wellbeing are recommendations not requirements.

Please use this space to record any reasonable adjustments that have been discussed and indicate if the adjustment has been agreed with your line manager.

Suggested Reasonable Adjustment	Available? (Please enter yes or no)	Reason if not available	Review Date of the Adjustment

NB: If a reasonable adjustment of flexible working is agreed, a request can be made under the Trust's flexible working policy. A copy of the request can be kept with the passport.

WELLBEING AT WORK – MY ADJUSTMENTS

(ADDITIONAL PAGE IF REQUIRED)



Please use this space to record any reasonable adjustments that have been discussed and indicate if the adjustment has been agreed with your line manager.

Suggested Reasonable Adjustment	Available? (Please enter yes or no)	Reason if not available	Review Date of the Adjustment

ADDITIONAL INFORMATION

We understand that everyone's health and wellbeing can change at any point. Use this space of your Health & Wellbeing Passport to outline what contributes to your wellbeing, any additional information about your circumstances or any changes you would like your manager to know about.

Use this space to describe any additional information about your circumstances

This could include any of the following:

- Having time to exercise outside of work helps my wellbeing
- My health or the person who I care for health can fluctuate.
- I need to attend appointments for a relative whom I care for
- I find it difficult to ask for help
- I am undergoing investigations for ...
- I observe specific religious festivals, and this is what it means to me
- I am worried about the impact of my health on my work.
- I have regular appointments

MY CONTACTS WHO CAN HELP

In order for your line manager to be able to fully support you, please provide details of those that could be contacted if relevant and necessary. This could be a family member, partner or friend or a colleague at work.

Please order in preference of being contact.



Contact	Contact Details	Preference
Relative	Name: Address/Telephone:	Choose an item.
Friend	Name: Address/Telephone:	Choose an item.
GP	Name: Address/Telephone:	Choose an item.
Specialist	Name: Address/Telephone:	Choose an item.
Care Co-ordinator	Name: Address/Telephone:	Choose an item.
Other	Name: Address/Telephone:	Choose an item.

MY WELLBEING AGREEMENT

Your line manager will usually be your first point of contact if you need to discuss your health concerns. They are someone who can help to implement changes or adjustments to your work environment to enable you to perform to your full potential.

The below statements are an agreement between myself and my line manager:

- I will let my line manager know if there are changes to my circumstances which have an effect on my work and/or if the agreed adjustments are not working ☐
- We will then meet privately to discuss any further reasonable adjustments or changes that should be made ☐
- If you notice a change in my performance at work or feel these reasonable adjustments are not working I would be happy to meet you privately to discuss what needs to be done ☐
- You can contact me during any absence from the workplace and we will schedule regular discussions to stay in contact ☐

My Name:

My contact details:

Signature: ☐

Line Manager Name/Signature:

Line Manager work contact details:

Signature: ☐





SUPPORT HUB

There are many places where you can get support inside and outside of the workplace; by keeping your Health & Wellbeing Passport to hand you will always know where to access these services.

Workplace Health and Wellbeing

- Occhealthoncall@nnuh.nhs.uk
- 01603 287035
- [WHWB Intranet Hub](#)

Human Resources Operations

- hrenquiries@nnuh.nhs.uk
- 01603 289771
- [HR Intranet Hub](#)

Employee Assistance Programme

- wellbeingatwork@insighthealthcare.org
- 0300 555 0120
- [Insight Healthcare](#)

Mental Health Support

- 0300 131 700
- [Caring For You: Staff Information Hub](#)

Access to Work

- 0800 121 7479
- [Access To Work](#)

Staff Physio

- staff.physioreferral@nnuh.nhs.uk
- 01603 286661
- [Staff Physiotherapy Intranet Hub](#)

Staff Networks

- EqualityandDiversity@nnuh.nhs.uk
- 01603 289771
- [EDI Intranet Hub](#)

Trade Union Representatives

UNISON: ext 2234, unison.nnuh@nnuh.nhs.uk

Freedom to Speak Up Guardians

- [Freedom to Speak Up Service: Staff Information Hub](#)
- [Speak Up Policy](#)
- 07874 637410

KEEPING MY PASSPORT UP TO DATE

It is recommended to record any changes to your condition or your working environment in the passport and have regular conversations with your line manager to review and discuss the support provided/ available. This will enable both of you to monitor your wellbeing at work ensuring that adjustments are explored and the appropriate support is being given.

Please add the date and sign it so both you and your manager can check that you have the latest version.

Last Updated	Passport Owner (Signed)	Manager (Signed)

